



PLANNED DEVELOPMENT DISTRICT (PDD) REVIEW PROCEDURE AND PROCESS

(Ord. # 2010-09, 6/22/10)

A **Planned Development District (PDD)** is a separate, stand-alone zoning district adopted by ordinance by the Kerrville City Council designed to provide for the development of land for single or mixed use in accordance with a plan that varies from the established regulations of the underlying zoning district. It is the intent of a PDD to insure compliance with good zoning practices while allowing specific desirable departures from the strict provisions of current zoning classifications.

NOTE: The minimum size for any PDD shall not be less than two (2) acres for nonresidential developments and five (5) acres for residential developments.

Prior to the submittal of an application, applicants are required to schedule a pre-application conference with the City Planner.

Conditions for Processing:

An application for a PDD shall be processed in accordance with Article 11-1-15 of the City of Kerrville Zoning Code. Prior to submitting an application for the creation of a PDD, the applicant or the applicant's representative shall meet with the City Planner or designated staff to receive information regarding application procedures and requirements. The City shall not deem an application administratively complete until a pre-application conference has occurred. No application for creation of a PDD shall be deemed complete until all required information has been delivered to the Planning Division and the required application fee is paid. All information required by the City and the amount of the appropriate fee shall be specified on the City's "Master Application" form. A PDD application shall be scheduled for consideration by the Planning and Zoning Commission within forty-five (45) days of the City deeming the application administratively complete.

All Applications:

- A completed Development Services "Master Application" form, including a clear description of the requested action.
- The property owner's signature on the application form, or the owner must otherwise indicate his or her consent in writing.
- A complete metes and bounds legal description and boundary survey of the subject tract.
- The application fee as noted on the "Master Application" form.
- A Concept Plan, showing the proposed layout and uses
- A completed "Concept Plan Checklist"



PLANNED DEVELOPMENT DISTRICT CONCEPT PLAN CHECKLIST

An application for a PDD shall include a concept plan to be considered administratively complete.

Name of Development: _____

Property Location/Address: _____

Proposed Use(s): _____

Existing Zoning Classification: _____

Date of Fire Flow Test (Attach Water Flow Report): _____
(Contact the Fire Marshal to schedule test)

Submission of this completed form is part of the Planned Development District (PDD) Application. All items must be "checked off" and included prior to submittal. **AN INCOMPLETE CHECKLIST CONSTITUTES AN INCOMPLETE APPLICATION.**

GENERAL INFORMATION:

- ___ Pre-Application Conference Date: _____ (Required prior to submittal)
- ___ Filing Fee (\$300) 840. (01-6236)
- ___ Twenty (20) copies of the Concept Plan
- ___ Sheet Size 24" x 36", 1 @ 11" x 17", 1 @ 8 1/2" x 11"
- ___ Vicinity Map
- ___ North Arrow
- ___ Date
- ___ Scale, drawn to a standard engineering scale not less than 1" = 100'
- ___ Project name and Address in title block

PLAN INFORMATION:

- ___ Site, indicating boundaries (property lines), and project phase lines if any
- ___ Location and width of existing and/or proposed public and/or private rights-of-way and easements located on, abutting or intersecting the site
- ___ Adjacent properties with zoning and existing uses identified
- ___ Proposed general land uses and the acreage of each use, including open space; for residential developments, the total number of units and units per acre

- ___ Existing and proposed structures showing approximate outline and dimensions of perimeter walls, including distances to property lines and other structures
- ___ Front, side and rear building setback lines
- ___ Proposed category of use(s) of structures
- ___ Number of stories in height and feet for each structure
- ___ Gross floor area for each structure
- ___ Approximate location of entrances and exists for each structure
- ___ Proposed development standards for the PDD, if different from the base zoning district for each proposed land use
- ___ Parking for each use(s)
- ___ Topographic contours of ten feet (10') or less of the proposed site
- ___ Show the 100-year floodplain, floodway and any major drainage way(s)
- ___ Existing and proposed utilities to include water, wastewater, gas, electric, telecommunications and fire hydrants

CONTACT INFORMATION:

Property Owner: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant: _____
(If different from Owner)

Address: _____

Phone: _____ Fax: _____

Email: _____